

California Energy Commission



CLASSIFICATION: MAIL MACHINE OPERATOR II

TENURE: PERMANENT

TIME BASE: FULL TIME

SALARY: \$2,649 - \$3,216 (Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: BUSINESS SERVICES OFFICE
HUMAN RESOURCES & SUPPORT SERVICES BRANCH

FINAL FILING DATE: MAY 13, 2009

DUTIES/RESPONSIBILITIES:

Under general supervision of the Business Services Officer II Supervisor, the incumbent is responsible for applying Postal regulations related to postage and types of mail; pre-sorting; maintaining records of costs; calibrating the machine for different types and sizes of material and performing maintenance and minor repair on the inserting and metering machine. Additionally, incumbent maintains and updates CEC Mail Lists and advises Commission staff on Mail List software capabilities and requirements for mass mailings. Requests mail lists from the database and imports lists into Postal Soft.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- ♦ Good organizational skills
- ♦ Ability to communicate effectively and with tact
- ♦ Ability to work independently and as part of a team
- ♦ Ability to document policies and processes effectively
- ♦ Ability to work well under pressure and adapt to changing priorities
- ♦ Excellent customer service skills and the ability to get along well with others

JOB REQUIREMENTS:

- ♦ Possess Valid California Driver License
- ♦ Ability to lift up to 60 lbs.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. *Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

KIM DU VALL (RPA 206-748)
CALIFORNIA ENERGY COMMISSION
1516 NINTH STREET, MS-19
SACRAMENTO, CA 95814
(916) 654-4326, CALNET 464-4326 RPA#206-748 2060-1780-002
E-mail: kduvall@energy.state.ca.us OK JG 4-29-09